



Safeguarding and Child Protection Policy

We in Longstone Primary School have a responsibility for the care, welfare and safety of the pupils in our charge which we will carry out through our Child Protection Policy.

Our policy applies to everyone working in our school. The purpose of the procedures set out in our policy is to safeguard and protect our pupils by ensuring that everyone has clear guidance on the action to take where abuse or neglect of a child is suspected. The issue of child abuse will not be ignored by anyone who works in our school.

Our policy is informed by the guidance and procedures set out by DE Pastoral Care in Schools: Child Protection (1999)

The Children (NI) order 1995 states that the welfare of the child must be the paramount consideration in all decisions concerning the child. This underpins our Child Protection policy and procedures.

Safeguarding responsibilities

Chair of Governors: **Mrs H Johnston**

Designated Governor for Child Protection Governance and Deputy Designated Teacher for Child Protection: **Mrs D Logan**

Principal and Designated Teacher for Child Protection: **Mrs L Moody**

We aim to:-

1. Provide and maintain a caring supportive and safe environment for our children.
2. Value all children for their unique talents and abilities.
3. Assist individuals to develop positive life styles and attitudes and to respect those of others.
4. Promote positive attitudes towards healthy living.



All our staff and volunteers have been subject to police checks. Our vetting processes are compliant with Department of Education guidelines. All have adopted a Code of Practice for behaviour towards pupils.

A copy found at the end of this policy statement.

Our main purpose in this school is to protect our pupils by ensuring that all our staff know exactly what to do if neglect or abuse of a child is suspected. We will all put the welfare and safety of our children first in every situation. The problem of abuse will not be ignored by any of our staff.

What is Child Abuse?

(A child is a person under the age of 18 years as defined in the Children Order)

Child Abuse occurs when 'a child is neglected, harmed or not provided with proper care. Children may be abused in many settings, in a family, in an institutional or community setting, by those known to them, or more rarely by a stranger.' (ACPC, 2005)

Neglect

Actual or likely persistent or significant neglect of a child, or the failure to protect a child from exposure to any kind of danger, including cold or starvation, or persistent failure to carry out important aspects of a child's health or development, including non-organic failure to thrive.

- Poor hygiene
- Constant hunger
- Inadequate/inappropriate clothing
- Constant tiredness
- Lack of adequate supervision
- Untreated illness
- Lack of peer relationships
- Compulsive stealing



Physical Abuse

Actual or likely deliberate physical injury to a child, or wilful or neglectful failure to prevent physical injury or suffering to a child.

- Possible signs or symptoms of physical abuse include:
- Unexplained bruises (in places difficult to mark)
- Unexplained lacerations, fractures or abrasions
- Untreated injuries
- Self-destructive tendencies
- Fear of going home

Sexual Abuse

Actual or likely sexual exploitation of a child. The involvement of children and adolescents in sexual activities which they do not truly comprehend, to which they are unable to give informed consent or that violate the social taboos of family roles.

- Possible signs or symptoms of sexual abuse include:
- Inappropriate sexualised language or behaviour
- Low self-esteem
- Personality changes
- Fear of going home

Emotional Abuse

Actual or likely persistent or significant emotional ill-treatment or rejection resulting in severe adverse effects on the emotional, physical and/or behavioural development of a child.

- Possible signs or symptoms of emotional abuse include:
- Bullying of others
- Change in personality from outgoing to withdrawn
- Difficulty in forming / maintaining relationships with others
- Attention seeking
- Wetting and soiling
- Sudden speech disorders
- Low self-esteem



A child may suffer or be at risk of suffering from one or more types of abuse and abuse may take place on a single occasion or may occur repeatedly over time. No list of symptoms can be exhaustive. They may give rise to concern but are not in themselves proof that abuse has occurred.

Bullying

Bullying is a highly distressing and damaging form of abuse. Our anti-bullying policy is set out in a separate document and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures. Staff are vigilant at all times to the possibility of bullying occurring and will take immediate steps to stop it happening, to protect and reassure the victim and to discipline the bully.

Any complaints by a parent that their child is, or may be, being bullied will be investigated by the Principal and/or Designated Teacher for Child Protection and action will be taken to protect the victim. This may include ensuring that another child or a group of children befriends and supports the child being bullied in the playground. Staff will also monitor the situation on a regular basis. The sanctions taken against a pupil who bullies will depend on the seriousness of the case, but may include the loss of privileges in the school. His/her behaviour will be carefully monitored until staff are satisfied that the problem has stopped. If a pupil's bullying behaviour persists, the second stage will be to instigate the child protection procedures.

Procedures for dealing with cases of suspected or disclosed abuse

The designated teacher for child protection is Mrs L Moody (DT). In her absence Mrs D Logan (DDT) will assume responsibility for child protection matters.

Role of the Designated Teacher (DT)

The Designated Teacher will:

- Promote a child protection ethos in the school
- Develop and update the school's child protection policy
- Ensure parents receive a copy of the child protection policy every 2 years
- Provide written reports to the Board of Governors regarding child protection
- Provide training to all school staff including support staff
- Be available to discuss the child protection concerns of any member of staff
- Be responsible for recordkeeping of all child protection concerns & maintain all records in a secure location



- Liaise with parents, when appropriate, over child protection issues
- Liaise with NEELB Designated Officers for Child Protection
- Make referrals to Social Services or PSNI Public Protection Units
- Co-operate fully with any agency involved with the care of an individual child, compiling information and attending case conferences as required

The Deputy Designated Teacher will support and undertake the duties of the Designated teacher for Child Protection as required.

Disclosures

If a child discloses information to a member of staff which gives cause for concern prompt action will be taken. The member of staff will report immediately to Mrs Moody and discuss the matter. Full notes will be made. No investigation will be carried out. (Social Services will do this if necessary). The Principal will then decide whether, in the best interests of a child, it is necessary to make a referral to Social Services. Before doing this she will consult with the Senior Social worker from the EA. No decision will be made without full consideration and on appropriate advice. The safety of the children is paramount in Longstone. If there are concerns the principal will inform Social Services and the Senior Worker for the Education Authority. If a complaint about abuse is made against a member of staff the principal must be informed immediately. The above procedure will apply. If the matter is referred to Social Services, the member of staff will be removed from duties and may be suspended from duty pending investigation by Social Services. The Chairperson of the Board of Governors will be informed immediately. If a complaint is made against the principal, Mrs D Logan (DDT) must be informed. She and the chairperson of the Board of Governors together will investigate the necessary action. If any member of staff is unsure what to do if they have concerns, they must speak to the Principal. Information given to members of our staff about abuse cannot be held in confidence. In the interest of the child, staff may need to discuss with other professionals. However only those who need to know will be told.

The Reporting process for Child protection

Factual written reports need to be produced on all Child Protection matters.

These reports must contain the following information:-

- Who made the report and about whom
- When the incident occurred
- Where it happened
- What happened
- A record of actual words spoken
- Descriptive factual observations



All records are kept in a locked filing cabinet and Mrs Moody holds the key.

Parents & Child Protection

The Child Protection Policy will be made available to all parents.

Parents are asked to supply the school with the names of all persons who have permission to collect their child from school (or to confirm that their child may leave the grounds unaccompanied). They are asked to inform the school of any change in this routine.

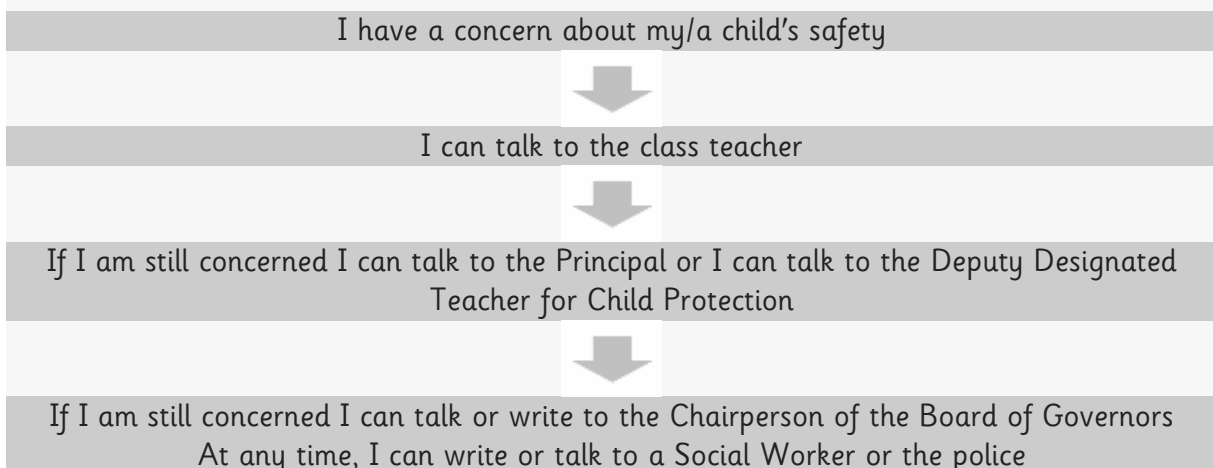
Parents are asked to brief the school about arrangements following any separation or divorce. Members of staff need to be aware of legal responsibilities, agreed access or exclusion and any involvement of social services.

Parents will be made aware that staff may on occasions have to help change pupils' clothes when administering first aid, after toilet accidents, for PE and on other such occasions (See Intimate Care policy for further information).

In the event of a parent making a complaint about a member of staff, volunteer or student, the school's complaints procedure should be followed and the complaint addressed directly to the principal. If the complaint is against the principal it should be addressed to the chairman of the governors. If a complaint should include an accusation against another child, the accused child's parents will be informed. Discipline must remain solely in the hands of the staff.

How a Parent can raise a Child Protection Concern

If a parent has a child protection concern they can follow the guide below:





Preventative Curriculum to address Safeguarding of our pupils

The following areas will be specifically addressed in our curriculum

- Anti-bullying activities for P1-7
- Good decision making P5-7
- Peer Mediation P5-7
- Lifesaving techniques (Heartstart programme) P1-7
- UNICEF Rights Respecting Activities P1-7
- Road, Home and Farm Safety through participation in Competitions P1-7
- Stranger danger P1-4
- Good behaviour and school rules compiled and incorporated by pupils in their class charters P1-7
- Health education programme P1-7
- Cycling Proficiency P7 annually

Visitors are invited to support the curriculum

- PSNI
- N Ireland Fire Service
- NSPCC Childline
- Health Professionals doctor, dentist, nurse, optician, paramedic etc. to support Health Education programme
- Road Safety officer from Education Authority

Visits are made to enhance school programme

- Be Safe event held annually organised by the Policing and Community Safety Partnership for P5-7 classes.

GOVERNORS

In accordance with guidance from DENI an annual report on Safeguarding and Child protection is prepared for Governors and presented to them annually. This report contains; information on maintenance of child protection records; number of cases of abuse; complaints against staff and referrals made to Social Services. It also details training undertaken and information about volunteers vetted. It also includes Safeguarding Initiatives undertaken in the current year by pupils and staff. Child Protection is on the agenda of every Governors' meeting. The Chairperson of Governors signs the Child Protection book annually.



Safe Handling and Use of Reasonable Force

Our policy on physical restraint by staff is set out in accordance with guidelines from EANI. It acknowledges that staff must only use physical intervention as a last resort, and that at all times it must be the minimal force necessary to prevent injury to another person.

Intimate Care

Our Intimate Care Policy sets out clear guidelines for pupils requiring a change of clothes in school. As a general principle, members of staff are advised not to make unnecessary physical contact with pupils. It is, however, unrealistic to suggest that staff should touch pupils only in emergencies; in particular, a distressed child may need reassurance that involves appropriate physical comforting.

Health and Safety

Our Health and Safety Policy, along with the Educational Visits policy, reflect the consideration we give to the protection of our children both within the school environment and when away from the school when undertaking school visits.

The Internet and Digital Technologies

Our policy on the internet and digital technologies is set out in a separate document and is informed by DE guidance. It acknowledges the opportunities for learning as well as the risks attached to the internet and digital technologies. Specifically it addresses safeguarding issues that may arise in the use of the internet and digital technologies.

IMPORTANT CONTACT NUMBERS

CPSS Helpline available (9.00am-4.30pm) 02894 482223

CPSS Designated officers:

margaret.brady@eani.org.uk

elaine.craig@eani.org.uk

colleen.ellison@eani.org.uk

paulamccreesh@neelb.org.uk

SINGLE POINT OF ENTRY GATEWAY REFERRALS (SPOE)

Phone 0300 1234 333



CODE OF CONDUCT FOR STAFF OF LONGSTONE PRIMARY

In all our dealing with children we will uphold the best interests of our pupils as a primary consideration.

Private meetings with pupils

1. Conduct private interviews with pupils as far as possible in a room with a window or with door open.
2. Do not make unnecessary physical contact with pupils.
3. You should not feel that you are not allowed to touch a child ever. There are cases where it is necessary. You should act as a caring parent would.
4. If a child does not want you to touch them you should not unless to protect the child from harm. (Restraining pupils).
5. You must not physically punish a child.
6. First Aid treatment should be carried out preferably with another person. In an emergency child's needs come first.
7. If you feel something you have done could be misinterpreted make a written report and give to principal at once.
8. Care should be taken when supervising children in a residential setting.

TEACHING MATERIALS

1. If you are uncertain about using materials with your class, consult with the principal.

RELATIONSHIPS

1. Take care your conduct does not give rise to speculation. In other words "WATCH WHAT YOU SAY" and "WATCH WHAT YOU DO"

If you have suspicions about abuse by a colleague don't keep it to yourself.



CODE OF CONDUCT FOR VOLUNTEERS

In all our dealing with children we will uphold the best interests of our pupils as a primary consideration.

1. Do not make unnecessary physical contact with pupils.
2. You should not feel that you are not allowed to touch a child ever. There are cases where it is necessary. You should act as a caring parent would.
3. If a child does not want you to touch them you should not unless to protect the child from harm. (Restraining pupils).
4. First Aid treatment should be carried out preferably with another person. In an emergency child's needs come first.
5. If you feel something you have done could be misinterpreted make a written report and give to principal at once.